



Department for Levelling Up,  
Housing & Communities

Locality  
33 Corsham Street  
London  
N1 6DR

24 July 2023

Contract Number: CPD/004/117/081

Dear Contractor,

**CONTRACT FOR THE 2018–2022 NEIGHBOURHOOD PLANNING SUPPORT SERVICES**

Please find attached an amendment to the above-mentioned contract. Please confirm acceptance of this amendment as soon as possible by signing and returning this document to the undersigned.

DLUHC will accept a signed Word or PDF version.

I look forward to hearing from you.

Yours faithfully,

**[REDACTED]**



## **AMENDMENT TO CONTRACT**

The details contained in this document form a binding amendment to the Contract referenced below between the Contractor and the Secretary of State for the Department of Levelling Up, Housing and Communities ("DLUHC"), formerly the Ministry of Housing, Communities and Local Government ("MHCLG").

Contract title	:	Contract for the 2018-2022 Neighbourhood Planning Support Services
Contract reference	:	CPD/004/117/081
Purchase order no.	:	4500334419
Contractor	:	Locality
Amendment no.	:	16
Effective date of amendment	:	24 July 2023
Details of amendment	:	DLUHC wish to extend the variable support elements for a further 12 months (until 31 <sup>st</sup> March 2024) in order to allow the issuing of new grant and to enable signing off new technical support throughout the year 2023-24. An Indicative Budget of the variable support elements for 2023-24 (Year 6) is set out at Appendix 1.

DLUHC wish to extend the full range of fixed cost support elements for a further 12 months (until 31<sup>st</sup> March 2024) in order to allow the issuing of new grant and commissioning of new technical support throughout 2023-24.

DLUHC also require additional fixed costs services between April 2024 – September 2024 (the Tail-end as set out in **Appendix 4: Addition of Tail-end Fixed Costs 2024-25 to Price Schedule (ANNEX C)**).

The purpose of these services is to enable the completion of support work signed off by DLUHC by March 2024 including work commissioned in previous years (both Main and DMH Programme).

DLUHC commissions the following Work Package:

WP1: To bring all TS support packages to completion  
This work package will be a sub-set of existing fixed cost service relating only to ensuring the delivery out of Technical Support packages through the continuing



delivery of an advice service, CRM services and Contract Management Services. The objective of this work package is to bring all work commissioned via Technical Support to a completion on or before 30 September 2024. For the avoidance of doubt this work package does not include any provision for time or costs to transfer assets and data to the new contractor or back to DLUHC; the close down and financial reconciliation of grants awarded in 2023/2024; or wind down activities after the completion of all the TS packages, including but not confined to, the financial reconciliation, cleaning and handing over of final TS data to any new contractor or DLUHC.

### **Revised contract value**

In this variation, Grant and Technical Support issued in Years 1 – 5 is reconciled back to actuals (see Appendix 1 Part A), resulting in a reduction of £875,000 from the CV15 starting point value. The variation then adds £7,372,000 of new funding for Year 6 and the additional 6-month Tail-End period (see Appendix 1 Part B). This results in a net addition of £6,497,000 for the contract variation – which includes the Year 6 budget of £7,675,000 and a budget of £197,258 for the additional 6 month Tail-End period (see Appendix 1 Part C).

The prices for Technical Support packages signed off in 2023-24 (new support between Apr 2023 – Mar 2024) are set out in **Appendix 2: Addition of 2023-24 to Price Schedule (ANNEX C)** which is in addition to the existing Price Schedule (Annex C).

The Fixed Costs in 2023-24 will be £525k inc. VAT as set out at **Appendix 2: Addition of 2023-24 to Price Schedule (ANNEX C)** which is in addition to the existing Price Schedule (Annex C).

The Tail-end Fixed Costs 2024-25 for Work Package 1 (WP1) will be £197,258 inc. VAT as set out at **Appendix 4: Addition of Tail-end Fixed Costs 2024-25 to Price Schedule (ANNEX C)** which is an addition to the existing Price Schedule (Annex C).

Exit Strategy: DLUHC now require the upkeep of a specific list of Key Personnel for the Tail-end period (Apr 2024-Sep 2024) as set out at **Appendix 3: List of Key Personnel for Tail-end (Year 7) only.**



The following amendments are made to the existing Contract documentation.

### Contract Term

**Delete:** The “Effective Date” of the Contract shall be 8<sup>th</sup> January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2018 (the “Commencement Date”) and shall terminate on 31<sup>st</sup> March 2022. MHCLG enacted the 12-month option period available under this contract via Contract Amendment 13 for both variable and fixed costs services. MHCLG has also now extended the fixed cost services only for an additional 12-month period via Contract Amendment 14 respectively. The contract shall terminate on the 31<sup>st</sup> March 2024.

**Insert:** The “Effective Date” of the Contract shall be 8<sup>th</sup> January 2018. Subject to any termination provisions within the Contract, the initial term of the Contract shall commence on 1<sup>st</sup> April 2018 (the “Commencement Date”) and shall terminate on 31<sup>st</sup> March 2022. MHCLG enacted the 12-month option period available under this contract via Contract Amendment 13 for both variable and fixed costs services. MHCLG then extended the provision of fixed cost services for an additional 12-month period via Contract Amendment 14, and increased variable costs within Year 5 in Contract Amendment 15.

DLUHC, formerly MHCLG, has in this contract amendment (Contract Amendment 16):

extended the variable services and costs for 12 months across 2023-24 (Year 6).

extended all fixed costs for 12 months across 2023-24 (Year 6).

added a requirement for Tail End Fixed Costs 2024-25 related to WP1 and extended the



contract for an additional 6-month period to enable the contract to be brought to a close.

The contract shall terminate on the 30<sup>th</sup> September 2024.

### Pricing and Invoicing

Insert Payment for new technical support package services (commissioned between 1 April 2023 and 31 March 2024) shall be in accordance with Appendix 2: Addition of 2023-24 to Price Schedule (ANNEX C) which is an addition to the existing Price Schedule (Annex C). Any technical support packages commissioned before 31 March 2023 (as signed off by DLUHC) shall be paid in accordance with the unamended existing Price Schedule (Annex C).

For each Technical Support package that DLUHC has signed off, DLUHC shall pay 50% of the agreed cost in advance and the remaining 50% of the agreed cost of each package on issue of the Package Completion Report.

Insert Payment for Fixed Costs in 2023-24 shall be in accordance with Appendix 2: Addition of 2023-24 to Price Schedule (ANNEX C).

Insert Payment for Tail-end Fixed Costs 2024-25 services related to WP1 shall be in accordance with Appendix 4: Addition of Tail-end Fixed Costs 2024-25 to Price Schedule (ANNEX C).

### ANNEX C – Price Schedule

Insert: Contract Amendment 16 Appendix 2: Addition of 2023-24 to Price Schedule (ANNEX C).

Insert: Contract Amendment 16 Appendix 4: Addition of Tail-end Fixed Costs 2024-25 to Price Schedule (ANNEX C).



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Contract value prior to amendment: £41,070,387 (inc. VAT) (inclusive of Amendment No.1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15)

Maximum value of this amendment: £6,497,000 (incl. VAT)

Revised value of Contract: £47,567,387 (inc. VAT)

Terms and conditions : All other terms and conditions remain the same for this Contract.

<b>FOR AND ON BEHALF OF THE SECRETARY OF STATE FOR THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES</b>	<b>FOR AND ON BEHALF OF THE CONTRACTOR</b>
Name: <b>REDACTED</b>	Name: <b>REDACTED</b>
Title: <b>REDACTED</b>	Title: <b>REDACTED</b>
Signed: <b>REDACTED</b>	Signed: <b>REDACTED</b>
Date: 24 <sup>th</sup> July 2023	Date: 24 July 2023



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## **Appendix 1: Contract Value & Indicative Budget 2023-24**

**CV15 position (which is starting point)**

**[REDACTED]**



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## **Part A - Reconciliation back to Actuals**

**[REDACTED]**

## **Part B – Adding new support**

**[REDACTED]**





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**Part C – Final position**

**[REDACTED]**



**Appendix 2: Addition of 2023-24 to Price Schedule (ANNEX C)**

Incorporating fixed costs and technical support for 2023-24.

**[REDACTED]**

**Appendix 3: List of Key Personnel for Tail-end (Year 7) only.**

**[REDACTED]**

**Appendix 4: Addition of Tail-end Fixed Costs 2024-25 to Price Schedule (ANNEX C)**

**[REDACTED]**